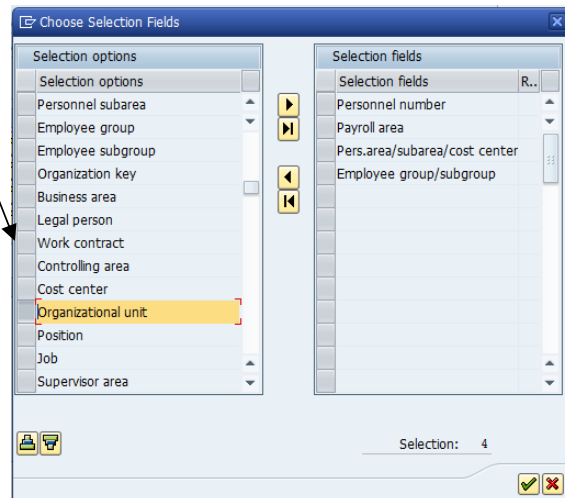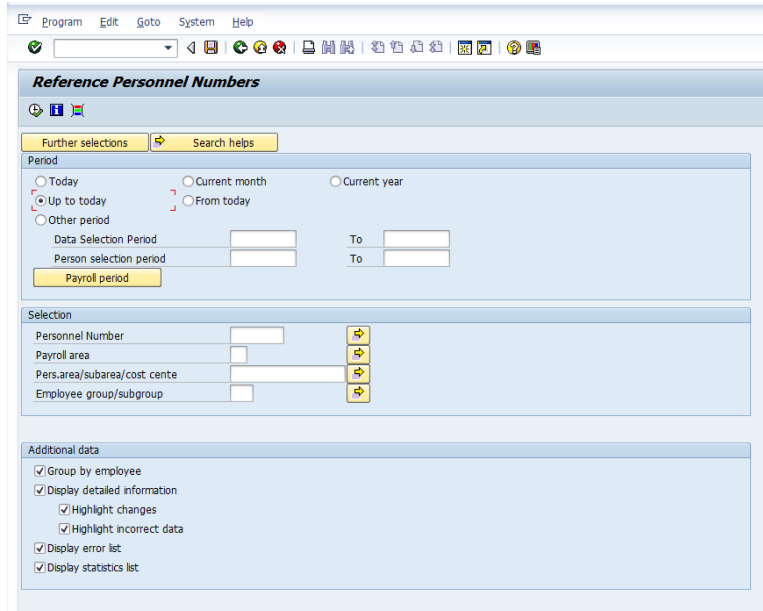Use this report to display a list of reference personnel numbers for dual employees.

1. From the main screen, type transaction code: **S_AHR_61016358**.

2. Click the **Enter** button 🟢 or press **Enter** to continue.

3. *Period* – Choose a period from the list.

4. There are a couple of ways to search using this report:

    - Click [**Further selections**] to add additional search fields. For example **Organizational Unit**.

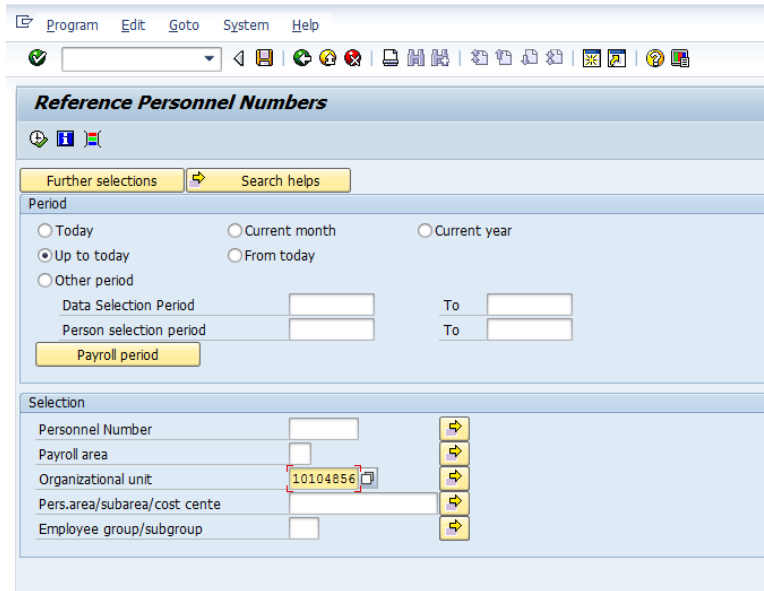   Highlight the field name from the left, then click the **Add** button ▶. **AND/OR**

    - Enter selection criteria, for example **Organizational Unit**.
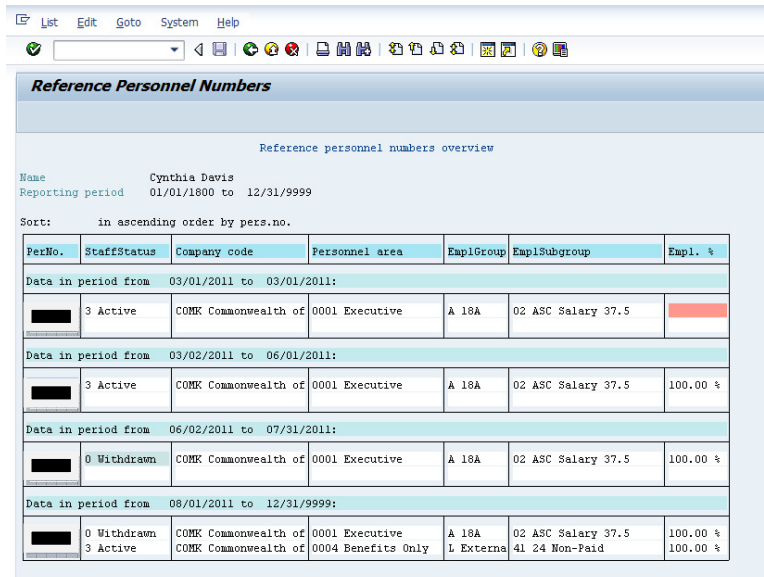
5. Enter your search criteria.

   NOTE: Click the **Multiple Selection** button ➡ to enter more than one criterion.

6. Click the **Execute** button 🕐 or press **F8** to execute.

Reference Personnel Numbers

Period
- ○ Today
- ◉ Up to today
- ○ Other period
- ○ Current month
- ○ From today
- ○ Current year

Data Selection Period		To	
Person selection period		To	

Payroll period

Selection

Personnel Number		➡
Payroll area		➡
Organizational unit	10104856	➡
Pers.area/subarea/cost center		➡
Employee group/subgroup		➡

7. The PerNrs and date ranges displays.

8. Click the **Print** button 🖨 or press **Ctrl+P** to print.

Reference Personnel Numbers

Reference personnel numbers overview

Name   Cynthia Davis
Reporting period   01/01/1800 to 12/31/9999

Sort: in ascending order by pers.no.

PerNo.	StaffStatus	Company code	Personnel area	EmplGroup	EmplSubgroup	Empl. %
Data in period from 03/01/2011 to 03/01/2011:						
▮	3 Active	COMK Commonwealth of	0001 Executive	A 18A	02 ASC Salary 37.5	▮
Data in period from 03/02/2011 to 06/01/2011:						
▮	3 Active	COMK Commonwealth of	0001 Executive	A 18A	02 ASC Salary 37.5	100.00 %
Data in period from 06/02/2011 to 07/31/2011:						
▮	0 Withdrawn	COMK Commonwealth of	0001 Executive	A 18A	02 ASC Salary 37.5	100.00 %
Data in period from 08/01/2011 to 12/31/9999:						
▮	0 Withdrawn	COMK Commonwealth of	0001 Executive	A 18A	02 ASC Salary 37.5	100.00 %
	3 Active	COMK Commonwealth of	0004 Benefits Only	L Externa	41 24 Non-Paid	100.00 %